



**TOWN OF NORTH ANDOVER  
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**DRAFT - FISCAL YEAR 2009 BUDGET AND 2008 ANNUAL TOWN MEETING CALENDAR**

**Annual Town Meeting - Monday May 12, 2008**

<b>COMPLETION DATE</b>	<b>OBJECTIVE</b>	<b>CHARTER/BYLAW REF</b>
September 4, 2007 – Tuesday	Board of Selectmen set calendar for May 12, 2008 Annual Town Meeting.	
October 2007	Revenue/Fixed Costs Review Committee conducts initial meeting	Article 25 of May, 2004 Annual Town Meeting, amending Chapter 17 of Town Bylaws.
October 1, 2007 – Monday	Town Manager distributes FY09 Capital Budget Instructions and Request Forms.	
October 9, 2007 - Tuesday	Board of Selectmen to discuss Fiscal Year 2009 Budget Policy Statement	
October 24, 2007 – Wednesday	Completed Capital Improvement Plan Requests returned to Town Manager.	
October 26, 2007 - Friday	School Department Administrators submit budget requests to the Superintendent	
October 29, 2007 – Monday	Board of Selectmen to adopt Fiscal Year Budget Policy Statement	(9-2-3) Board of Selectmen issues Budget Policy Statement. On or before November 1 <sup>st</sup> .
November 1, 2007 – Thursday	Operating Budget Instruction Manual, guidelines, and forms distributed to Div./Dept, Boards and Commissions.	
December 10, 2007-Monday	Town Manager presents recommended Capital Improvement Plan	9-5-2 – 150 days Prior to T.M. – Board of Selectmen to act within 30 days
December 20, 2007 - Thursday	School Committee begins review of the Superintendent's Recommended Budget	

December 21 to Dec 28, 2007	Revenue/Fixed Costs Review Committee to present final report to Town Manager and Finance Committee	Article 25 of May, 2004 Annual Town Meeting, amending Chapter 17 of Town Bylaws
January 4, 2008– Friday	Completed Departmental Budget requests and Articles to be considered by Board of Selectmen for inclusion in warrant returned to Town Manager and Town Clerk.	(9-2-4) – 120 days prior to Town Meeting
January 7, 2008 - Monday	Board of Selectmen act on Capital Improvement Plan and submit to Finance Committee	(9-5-2) Act within 30 days of Capital Improvement submission
January 17, 2008 -Thursday	School Committee votes to adopt budget (Public Hearing)	
February 4, 2008 – Monday	Town Manager presents recommended FY09 Operating Budget to Board of Selectmen & Finance Committee	9-2-5 – 90 days prior to Town Meeting
March 3, 2008 - Monday	Board of Selectmen vote to adopt, with or without amendments, the Operating Budget and submit it to the Finance Committee	(9-3-1) 30 days after receipt of Town Manager's Recommended Budget
March 6,2008 – Thursday	Finance Committee to hold public hearing on Capital Improvement Plan and Operating Budget.	(9-6-1) Finance Committee to hold public hearing on budget. No date specified.
March 7, 2008 – Friday	Warrant for 2008 Annual Town Meeting closes (66 Days Prior)	(2-2-2) – Warrant Must Be closed 40 to 75 days prior to Town Meeting
March 31,2008 – Monday	Board of Selectmen Sign Annual Town Meeting Warrant.	Warrant must be posted 7 days prior to meeting and prepared for Town distribution and for Finance Committee Report Publication.
April 4, 2008 – Friday – Final Proof of Finance Committee Report complete and in final form to printer – Then to mail house for distribution.	Distribution of 2007 Annual Town Meeting Warrant and Finance Committee Report with Finance Committee recommendations to all households.	Note: Adequate Preparation time needed to allow for printing, mail house processing, and approvals and proofs. 11,000 households are distributed to. (9-6-1) Ten days prior to Town Meeting.
May 12, 2008 - Monday	Annual Town Meeting (2-3-1)	Note: Charter designates first Monday in May. BOS voted to hold Town Meeting beginning Monday May 12, 2008.